

Tasking Memorandum No. 00-46

Memorandum For Cdrs DCMDs, DCMC CAOs

Subject: "Training Module on Overtime and the Fair Labor Standards Act (FLSA)" (TASKING)

Date: November 18, 1999

Suspense Dates: December 31, 1999 and January 18, 2000

Target Audience: All Supervisors

Requirement(s):

- Supervisors, managers and Commanders control overtime and compensatory time. They must know the rules as they apply to "exempt and non-exempt" employees.
- CAH has developed training on Overtime and FLSA policy and tasked the DLA CSUs with disseminating this training **by December 31, 1999.**
- The attachment includes DCMC specific information and the CAH training that must be presented. An electronic copy of this information has been sent to the DCMC CSU POCs.
- This training is **mandatory for all supervisors.**
- DCMC CSUs are responsible for scheduling the training for their respective district.
- Training costs (including travel) will be funded centrally out of the district training allocation. Any resulting training shortfalls will be addressed at the midyear review.
- District CSUs will provide the HQs DCMC POC with written confirmation that the training has been completed **by January 18, 2000.**
- PLAS Code: 217C (class room training). Program code: 214. Cost Pool: Training. Contract Kind/Unit Cost Pool: General Management.

Point of Contact for Further Information:

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Signature:



THOMAS E. BRUNK, Deputy Commander

cc: CAH
DASC-R